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UTSA ID

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Student's Last Name

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Student's First Name

UTSA STUDENT COST OF ATTENDANCE ADJUSTMENT REQUEST

2008-2009

FEDERAL STUDENT AID PROGRAMS

University of Texas at San Antonio – One UTSA Circle - San Antonio- Texas- 78249-0687 - (210) 458-8000

FinancialAid@UTSA.edu

www.utsa.edu/financialaid/

A cost of attendance for school and personal expenses has been established by the Office of Student Financial Aid based upon average yearly costs. The Cost of Attendance is broken down into broad categories. Please select from one of the remaining options if you have expenses that we may not have included or are of an extraordinary nature and submit the requested information.

Student Name: _____ **UTSA ID:** @ _____

STEP 1: ATTACH A LETTER OF EXPLANATION

- Letter must provide details supporting your request along with your signature certifying the information.

STEP 2: CHECK THE REASON(S) YOU ARE REQUESTING A COST OF ATTENDANCE ADJUSTMENT AND ATTACH THE ADDITIONAL REQUIRED DOCUMENTATION FOR EACH APPLICABLE SITUATION.

MORTGAGE/RENT EXPENSES:

- Submit a copy of your monthly mortgage payment or rental lease agreement. Adjustments will be made only if the payment exceeds what is already allotted in the current cost of attendance budget.

CHILD CARE EXPENSES:

- Submit a copy of tuition agreement from your daycare provider. (statement from daycare provider must include the name of child(ren), age, cost per child, and dates verifying current enrollment).

COMPUTER PURCHASE:

- Provide a copy of a receipt of purchase or a quote for the computer. Increase can not exceed \$2,100. (Only one request can be submitted during the period of undergraduate and graduate studies combined).

TRANSPORTATION (REPAIRS, OR ROUND TRIP MILEAGE EXPENSES):

This does not include insurance premiums or regular maintenance such as oil changes, routine repairs, or cosmetic repairs, as this has already been accounted for in your cost of attendance.

- Attach photocopies of paid receipts for bills incurred since the first day of the Fall semester (for those beginning enrollment in the Fall) or the first day of the Spring semester (for those beginning in the Spring) for auto repairs not covered by insurance.
- If you travel over thirty miles round trip to school, include round trip mileage, number of trips per week, and the reason for traveling over 30 miles in the letter of explanation.

